

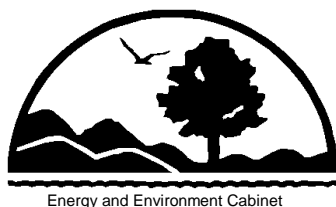
# **2016-2017 Kentucky Pride Fund Recycling Grant Application**

**PURPOSE:** To leverage limited funds into efficient and cost effective projects that will help Kentuckians develop an integrated recycling infrastructure and recycling public education program.

**Deadline**  
**Monday, April 4, 2016**

***Kentucky Energy and Environment Cabinet  
Department for Environmental Protection  
Division of Waste Management  
Recycling and Local Assistance Branch  
Recycling Assistance Section  
200 Fair Oaks Lane, 2nd Floor  
Frankfort, Kentucky 40601  
(502) 564-6716 FAX (502) 564-3492***

***[www.waste.ky.gov](http://www.waste.ky.gov)***



# 2016- 2017 Kentucky Pride Fund Recycling Grant Application

*Grant Period July 1, 2016 – June 30, 2017*

NOTICE – PLEASE **READ THE FOLLOWING STATEMENT**

Proposals often receive low scores because applicants fail to follow instructions leading to uncertainty about the project goals and intended results. The clearer the details, the fewer questions a reviewer will have about the validity/feasibility of a proposal. Applicants also stand a better chance of success if they adhere to the required components of the application and information package. Please contact recycling assistance staff if there are questions about the information packet or particulars about aspects of the proposal.

## BACKGROUND

The Recycling and Household Hazardous Waste (HHW) Management Grants Program was established in 2006 by Senate Bill 50, effective July 12, 2006, and incorporated as a part of the Kentucky pride fund. KRS 224.43-505(2) (c) specifies the establishment of recycling and Household Hazardous Waste (HHW) management grant programs. A 25% match is required.

The goal of the program is to leverage limited funds into efficient and cost effective projects to help Kentucky develop an integrated recycling infrastructure, manage Household Hazardous Waste and provide recycling and HHW public education programs.

Priority will be given to regional recycling projects and regional household hazardous waste management programs with state approved interlocal cooperative agreements.

## Who Can Apply?

Any county, waste management district, city, urban-county government, or other political subdivision of the state or any combination of the above, including school districts, shall be eligible to apply.

### Helpful Hint - Approved Agreement Process

It is imperative we receive the signed agreement for a grant award by a specific date due to the timing of the end of the commonwealth's fiscal year. To expedite the quick turnaround of the agreement, the cabinet strongly recommends that the governing body provide written permission, in addition to the approval for the submission of the application, for the chair (judge/executive, mayor, school board chair, etc.) to affix his/her signature to the agreement without the necessity of a formal meeting. The original signed agreement would then be sent to the division for processing of the funds prior to the end of the fiscal year.

## RECYCLING GRANTS

### 1. Recycling Grant Information

- a. Each grantee shall demonstrate that the proposed project will remain financially viable after grant funds have been expended pursuant to KRS 224.43-505 (4) (a).
- b. Grantee shall submit quarterly reports on October 15, 2016, January 15, 2017, April 15, 2017, and a final report on July 15, 2017. The project deadline is June 30, 2017.

- c. The granted funds shall be spent by June 30, 2017, unless the project is extended by written agreement between the applicant and the Kentucky Division of Waste Management. *Extension requests must be submitted not later than sixty (60) days prior to the end of the grant period.*
- d. Recycling equipment shall be properly maintained for its useful life.
- e. In the application, provide an estimate based on a vendor quote. Note that public agencies can take advantage of streamlined purchasing and reduced equipment costs using <http://finance.ky.gov/services/eprocurement/pages/default.aspx>
- f. Grantees who do not comply with applicable county or state procurement requirements on purchases shall return grant dollars awarded within forty-five (45) days of cabinet notification.
- g. **Establishing a recycling program or a recycling facility or relocation of a recycling facility requires an amendment to the "Area Solid Waste Management Plan."**
- h. All persons providing collection services, including collection for the purpose of recycling, shall register and report to the county pursuant to KRS 224.43-315(3).
- i. Only one application per project.
- j. Unspent funds and grant funds not expended in accordance with the grant agreement shall be returned to DWM within forty-five (45) days of cabinet notification.
- k. With the exception of allowed match expenditures, **no changes or substitutions are allowed after the grant agreement is accepted by the cabinet without prior written approval from the cabinet.** Upon receipt of a proposed change or substitution by the grantee, the cabinet shall send a written determination to the grantee within five (5) business days.
- l. The grantee shall be responsible for complying with any applicable permits and regulatory standards.
- m. Grant funds to any eligible entity shall be withheld if the entity is out of compliance with KRS 224.43-315, KRS 224.43-340, KRS 224.43-345, KRS 224.43-505 or KRS 224.50-878.
- n. If the cabinet provides a written determination that the grantee has failed to comply with the terms of the grant agreement established pursuant to this application, the grantee shall be ineligible for grant funding until it returns to compliance or for a period of one (1) year.
- o. For information about conversion from volume to weight, see the conversion table on our web site at <http://waste.ky.gov/RLA/grants/Pages/default.aspx>.
- p. Equipment purchased with grant dollars shall be used to accomplish 100% of the function of the equipment for the recycling project.

FOOTNOTE: Though not required to be identified in this application, counties and cities may use equipment for clean up of illegal open dumps as defined in KRS 224.01-010(38), household hazardous waste collection events, and recycling collections.

## 2. Recycling Grant Funding and Match Requirements

- a. The grantee shall provide a minimum of a **25% match to the grant amount.**
- b. The following formula shall be used to determine the twenty-five percent (25%) match to the grant amount.

Grant Request X 0.25 = \$ 0.00 (match) + \$0.00 (request) = \$0.00 (project total)

**\$40,000 X 0.25 = \$10,000 + \$40,000 = \$50,000 (project total)**

- c. For allowed match in-kind and cash grant project expenditures see #5 on page 4.
- d. Other state or federal grant funds cannot be used as any part of the local match.

**3. ELIGIBLE EXPENDITURES** from the Kentucky Pride Fund Recycling Grant award  
See <http://waste.ky.gov/RLA/grants> for a list of equipment dealers and a general reference on recycling equipment (describes various pieces of equipment and their capabilities for recycling and processing).

- a. Vertical and horizontal balers producing bales of 60" in length (minimum) weighing at least 800 lbs. of recyclable materials, i.e., cardboard (OCC).
- b. Conveyors.
- c. Forklifts – pneumatic tires only.
- d. Bucket loaders, skid steer loaders.
- e. Scales.
- f. Manual pallet jacks.
- g. Portable dock plates and forklift ramps.
- h. Collection "drop-off" trailers.
- i. Recycling dumpsters (i.e. "coffin" roll-off containers).
- j. Classroom recycling containers in schools, up to 25% of grant request
- k. Used Gaylord-type boxes.
- l. Glass pulverizers.
- m. Aluminum can flattener-blowers, and densifiers.
- n. Sorting conveyors.
- o. Stackable concrete barrier blocks for constructing storage bunkers.
- p. Community recycling bins in public locations or residences
- q. Other equipment that generates a material with positive market value will be evaluated on a case-by-case basis.
- r. Electric utility installation/connections [*not applicable for property rented/leased from a private entity*] necessary for operating recycling processing equipment (i.e. 3 phase 220/460 volt power for balers, densifiers, conveyors, etc.).
- s. Advertising for recycling participation and regular reporting in local/regional media, signs, displays and banners for recycling facilities and recycling educational materials for school programs  
See <http://waste.ky.gov/RLA/recycling> to access websites for educational materials.
- t. Personnel to teach school recycling programs

**4. INELIGIBLE EXPENDITURES** for Recycling Grant Project from Kentucky Pride Program Award

- a. Any expenditure prior to the July 1, 2016 grant period.
- b. The costs of preparing the grant and permit applications.
- c. Electric utility installation/connection or other building modifications and improvements in property rented/leased from a private entity.
- d. Payment of utility bills.
- e. Installation of additional lighting, heating and cooling equipment and ventilation systems.
- f. Construction, rent, or leasing of buildings.
- g. General daily operation and maintenance of recycling equipment – oil, fuel, lubricants, etc.
- h. Purchase or leasing of vehicles.
- i. Mileage or operational costs for vehicles.
- j. Personal Protective Equipment (PPE).
- k. Compost or yard waste programs.
- l. Municipal solid waste dumpsters or compactors.
- m. Office equipment and supplies.
- n. Cleaning supplies.
- o. Permit fees.

- p. All disposal costs.
- q. Meals and food.
- r. Other proposals not meeting the statute and approval by the Kentucky Division of Waste Management.

## 5. ALLOWED Matching In-Kind and Cash Recycling Project Expenditures

- a. Purchase of building and modifications/improvements necessary for the placement of recycling processing equipment.
- b. Hourly rate of pay of the staff for the grant project for the grant period. **The matching salaries (includes benefits) for staff shall be the actual hours worked as they relate to the grant project.**
- c. Volunteers and inmates at the rate of \$7.25 per hour.
- d. Public advertisement costs related to bidding procedures.
- e. Hourly rate for the use of the vehicle to transport recyclable commodities (use **FEMA** rates).
- f. Curbside recycling containers/bins on a case-by-case basis with demonstration of financial viability.
- g. Modifications/improvements to place recycling equipment in rented or leased buildings owned by a public entity.
- h. **Other in-kind match REQUESTS will be evaluated on a case-by-case basis.**

## ***2016 - 2017 Kentucky Pride Fund Recycling Grant Application Submission Details***

Send the completed application to:

Recycling/HHW Management Grant Program  
ATTN: JR Holt, Supervisor  
Recycling Assistance Section  
Division of Waste Management  
200 Fair Oaks Lane, 2<sup>nd</sup> Floor  
Frankfort, KY 40601

**In order to be eligible for grant funds, the Grant Application MUST BE postmarked not later than Friday, April 1, 2016 or hand-delivered to the Recycling Assistance Section of the Recycling and Local Assistance Branch not later than 4:00 pm on Monday, April 4, 2016.**

***Most frequent errors seen on applications:***

- 1) Failure to address all items.
- 2) Failure to provide details about the validity or financial viability of a proposal.
- 3) Failure to adhere to the required components of the application and information package.

**DO NOT SUBMIT YOUR APPLICATION IN A 3 RING BINDER**

**For regional and joint recycling projects, signature by the governing body of each participating entity shall be required for Section 3.**

The application will not  
be processed if sent  
with insufficient  
postage.



## 2016 - 2017 Kentucky Pride Fund Recycling Grant Application

Division of Waste Management - Recycling Assistance Section  
200 Fair Oaks Lane, 2nd Floor  
Frankfort, Kentucky 40601  
502-564-6716 waste.ky.gov



### PART A

### SECTION 1 – Applicant Information

Applicant Name:		Federal ID No.:	
Address:		Phone:	
		Fax:	
City/State/Zip:		E-mail:	

Official Signatory for Applicant:		Position: <input type="checkbox"/> Judge/Executive <input type="checkbox"/> School Administrator <input type="checkbox"/> Mayor <input type="checkbox"/> 109 Board Chair <input type="checkbox"/> Other _____	
Address:		Phone:	
		Fax:	
City/State/Zip:		E-mail:	

<b>Project Coordinator:</b>		Title:	
Address:		Phone:	
		Fax:	
City/State/Zip:		E-mail:	

Applicant Status: ☐ Regional ☐ Joint (partnership between two political subdivisions within one county) ☐ County  
☐ City ☐ School District ☐ Solid Waste Management Area ☐ Solid Waste Management District  
☐ Urban County Government ☐ College/University ☐ Other \_\_\_\_\_

### SECTION 2 – Project Summary

**Provide a brief explanation of the proposed activity:**

### SECTION 3 – Authorized Signature

I hereby certify that the submission of this application has been duly authorized by the governing body of the entity, and that I am legally authorized to sign the application.

For regional and joint recycling projects, signature by the governing body of each participating entity shall be required.

Printed Name	<b>Signature</b>	Date

PART B		SECTION 4 – Recycling Project Details	
Answer the following questions on a separate sheet of paper. Use additional pages as necessary. Each response must be numbered to correspond to the question. Applications will be evaluated based upon responses.			
<b>A) Project Description</b>			
<ol style="list-style-type: none"> <li>1) Describe the proposed project - is it a new program or the expansion of an existing program?</li> <li>2) List the service area by physical boundaries - include cities, counties, etc. that will be <b>active participants</b>.</li> <li>3) <b>Why is the project needed?</b></li> <li>4) Is the proposed project otherwise unavailable for the service area?</li> <li>5) List materials to be collected and the expected increase in tons for the grant period.</li> <li>6) How will materials be collected, processed and marketed?</li> <li>7) Describe how and why the requested equipment is needed to implement the proposed project.</li> <li>8) Provide a 12 month timeline for implementation of the proposed project.</li> <li>9) Provide a list of potential buyers available for the materials to be collected. Include name and address of potential buyers.</li> </ol>			
<b>B) Project Advertising and Education</b>			
<ol style="list-style-type: none"> <li>1) What media type (specify radio, TV, newspaper, etc.) will you use to advertise your program? Describe the proposed advertising and education plan for the proposed project. Include the target audience and media to be used.</li> <li>2) Identify any advertising/education partners and how/what each will contribute.</li> </ol>			
<b>C) Project Sustainability</b>			
<ol style="list-style-type: none"> <li>1) Describe how the proposed project will <b>remain financially viable after grant funds have been expended</b>.</li> <li>2) Identify sources of revenue such as line item in budget, revenue generated from sale of collected materials, tax revenue, tipping fees, etc. Will the anticipated project generate revenue?</li> <li>3) If the project is regional or joint, explain various partners' roles and contributions.</li> <li>4) Describe the criteria and methods to be used for measuring success of the proposed project.</li> </ol>			



<b>PART B</b>		<b>SECTION 5 – Recycling Project Grant Expenditures</b>	
<i>Complete the budget table below. The cost should be an estimate based on a vendor quote.</i>			
<b>Equipment Requests - List in order of priority - #1 would be the first choice.</b>			<b>Estimate</b>
1st			\$
2nd			\$
3rd			\$
4th			\$
5th			\$
6th			\$
7th			\$
8th			\$
9th			\$
Equipment Request Total =			\$ 0.00
<b>Program Advertising and Education</b>			<b>Estimate</b>
			\$
			\$
			\$
			\$
			\$
			\$
Advertising and Education Total Request =			\$ 0.00
Other – specify			
			\$
			\$
			\$
Other - Total Request =			\$ 0.00
<b>Equipment + Advertising &amp; Education + Other</b>			<b>TOTAL GRANT REQUEST</b>
			\$ 0.00



## Contacts for Additional Information

Division of Waste Management  
200 Fair Oaks Lane, 2<sup>nd</sup> Floor  
Frankfort, Kentucky 40601  
[www.waste.ky.gov](http://www.waste.ky.gov)

### Recycling and Local Assistance Branch

#### Recycling Assistance Section

JR Holt (Section Supervisor)	(502) 564-6716 ext. 4635	<a href="mailto:Frederick.Holt@ky.gov">Frederick.Holt@ky.gov</a>
Tom Heil	(502) 564-6716 ext. 4640	<a href="mailto:Thomas.Heil@ky.gov">Thomas.Heil@ky.gov</a>
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